

PHYSICAL FITNESS DOCUMENTATION

1838

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All employees who participate in physical conditioning during work time will record a brief description of their activities in a log. Entries in the log will include the date, type of activity, intensity, duration, repetitions, number of sets, weights, and related information, if applicable.

Copies of the employee's current written conditioning plans must be attached or filed with the log and replaced when obsolete. Example conditioning plans and conditioning logs can be found in the CAL FIRE Physical Fitness Guidelines supplement.

Supervisors will require that conditioning logs be posted daily or turned in for review periodically, either daily, weekly or monthly.

Physical fitness related training provided on safe exercise techniques, conditioning principles, development of conditioning plans, or unit coordinator training, must be documented and retained in the employee's permanent training record.

All conditioning plans and conditioning logs must be retained for a three-year period. Files containing employee conditioning plans and logs should be maintained at a location easily accessible by the supervisor or compliance agency inspectors, e.g., a CAL-OSHA safety compliance inspector. See Health and Safety Procedures Handbook Section 1707.2, CAL-OSHA Compliance, for more information on compliance inspections.

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[\(see Forms or Forms Samples\)](#)